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ABSTRACT

Like food-service establishments, child nutrition programs are responsible for preserving the quality and wholesomeness of food. Proper food-handling practices prevent contamination and job-related accidents. Application of the evaluation instrument presented in this document to individual programs helps to define proper practices, assess the extent of compliance with California laws, and develop an individual sanitation and safety self-assessment program. The instrument measures compliance to regulations for personal hygiene, food preparation and service, food-serving facilities and equipment, and food storage. All guidelines are referenced to the appropriate article and section of the California Uniform Retail Food Facilities Law (CURFFL) contained in the "Health and Safety Code." Directions for the development of a self-assessment program are also provided. (LMI)

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Food Sanitation and Safety Self-assessment Instrument for School Nutrition Programs

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CALIFORNIA STATE DEPARTMENT OF EDUCATION
Sacramento, 1990

Food Sanitation and Safety Self-assessment Instrument for School Nutrition Programs

Prepared by

Nutrition and Food Service Education Section
Child Nutrition and Food Distribution Division

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Introduction

The potential for food contamination is always present. Food-service establishments have an obligation to their customers to keep food safe and free of contamination.

Every child nutrition program is responsible for preserving the quality and wholesomeness of food served to children. Child nutrition personnel need to have the knowledge of proper sanitary practices and must ensure that food sanitation and safety standards set by their districts and local health departments are met.

Establishing and maintaining proper food-handling practices is the key element in keeping food safe. People become ill from eating food contaminated by microorganisms, such as bacteria. Bacteria infect food when food is improperly handled because of poor personal hygiene practices, improper holding temperatures, inadequate cooking, and contaminated equipment.

The purpose of the "Sanitation and Safety Self-assessment Instrument" is to assist you with a self-assessment of your current food sanitation and safety practices. The instrument will help you define proper food sanitation and safety practices, assess whether you are in compliance with California laws governing food-service operations, and develop your own sanitation and safety self-assessment program.

Directions for Using the Instrument

The self-assessment instrument is divided into the following five sections:

- Personal Hygiene
- Food Preparation and Service
- Food-Service Facilities
- Food Storage
- Food-Service Equipment

Each section contains several statements about proper food sanitation and safety practices. All statements are referenced to an appropriate article and section of the California Uniform Retail Food Facilities Law (CURFFL) contained in the *Health and Safety Code*. This law provides the mandated health, sanitation, and food safety and storage standards for food-service operations, including school food service. CURFFL is administered by the State Department of Health Services and enforced by local health departments.

Respond to statements within each section by checking Yes or No. In the space provided, list any comments (these may be favorable) or deficiencies observed. Statements checked No may indicate that corrective action is necessary. Decide on the appropriate action to be taken and, in the column provided, note the action and the date on which it is to be completed.

When you have completed the assessment of your food sanitation and safety practices, it is recommended that you develop a program for regular self-assessments. Directions for developing a self-assessment program are provided on page 7.

Food Sanitation and Safety Self-assessment Instrument for School Nutrition Programs

Read each item and check Yes or No.

All items are referenced to the appropriate articles and sections of the California Uniform Retail Food Facilities Law.

A. Personal Hygiene

The personal hygiene of food-service employees is an important part of good sanitation. Food handlers may transport to foods bacteria that cause food spoilages and illnesses. Practicing good personal hygiene helps prevent food contamination and ensures wholesome and safe food.

Items	*Yes*	*No*	*Comments or deficiencies noted*	*Corrective action taken and date*
1. Hair coverings are worn in all food preparation and service areas. (Article 7, Section 27605)				
2. Clothes, uniforms, and aprons are clean and free of odors. (Article 7, Section 27605)				
3. Hands and fingernails of employees are kept clean. (Article 7, Section 27605)				
4. Smoking is allowed only in designated areas away from where food is stored, prepared, and served. (Article 7, Section 27605)				
5. Signs about washing hands after using the toilet facilities are posted in all restrooms. (Article 7, Section 27605)				
6. Hands are washed after eating, smoking, blowing one's nose, sneezing, or coughing. (Article 7, Section 27605)				
7. Food handlers are free from infectious and communicable diseases. (Article 7, Section 27605)				
8. No smoking signs are posted in all food preparation and food storage areas. (Article 7, Section 27605)				
9. Disposable towels or hot-air blowers are used to dry hands. (Article 8, Section 27627)				

B. Food Preparation and Service

Adherence to proper sanitary procedures will help maintain a quality image. During food preparation and service, the potential for food contamination is high. Therefore, it is important to monitor proper food-handling practices.

Items	*Yes*	*No*	*Comments or deficiencies noted*	*Corrective action taken and date*
1. Potentially hazardous food is held at or below 45° F (7° C) or kept at or above 140° F (60° C) at all times. (Article 7, Section 27601)				
2. Each refrigeration and freezer unit has a visible thermometer that is in good working order. (Article 7, Section 27601)				
3. Food preparation and serving sites are equipped with a metal probe thermometer to measure the temperature of food. (Article 7, Section 27601)				
4. Food that is prepared, stored, transported, and served is protected from contamination by vermin, leaking water, excessive handling, and other contamination sources. (Article 7, Section 27603)				
5. Utensils instead of hands are used to serve food. (Article 7, Section 27605)				
6. Salad bars have some type of protective device that shields food from a person's coughing, sneezing, and so forth, and each food container has a serving utensil. (Article 8, Section 27621[a])				
7. Raw food that has been thawed is not refrozen. (Article 8, Section 27622[a])				
8. Frozen foods are thawed only under refrigeration, under cold running water, or in a microwave oven. (Article 8, Section 27622[b])				
9. Food that is transported from one site to another is maintained at proper temperatures: 45° F (7° C) or below for cold items and 140° F (60° C) or above for hot items. (Article 11, Section 27672[j])				

C. Food-Service Facilities

A well-maintained, clean facility helps to set standards for the entire food-service operation and reinforces management's commitment to the sanitary and safe handling of food.

Items	*Yes*	*No*	*Comments or deficiencies noted*	*Corrective action taken and date*
1. Hazardous and poisonous substances are stored in labeled, original containers in a separate area away from food. (Article 7, Section 27606)				
2. The facility is rodent proof and properly maintained so that it is kept free of animals and insects. (Article 7, Section 27607)				
3. Garbage is placed in leakproof and rodent proof containers. (Article 7, Section 27608)				
4. Garbage and trash is removed from food preparation areas continuously during the day. (Article 7, Section 27608)				
5. All equipment is clean and in proper working order. (Article 7, Section 27611)				
6. Plumbing and plumbing fixtures are in compliance with the local plumbing ordinances and are in good repair: no leaks, dry fixtures, and areas that are free of debris. (Article 8, Section 27625)				
7. Restroom facilities are in good repair, kept clean, and not used for storage of food, supplies, or equipment of any kind. (Article 8, Section 27626)				
8. Dispensed soap and single-use towels or hot-air blowers are available adjacent to sinks that are used for washing hands. (Article 8, Section 27627)				
9. In areas of food preparation, serving, and storage, the flooring is of a nonporous material that is easily cleaned and is in good repair (not cracked, chipped, or peeling). (Article 8, Section 27631[a])				
10. Walls and ceilings are smooth and made of nonabsorbent and easily cleaned materials. (Article 8, Section 27632)				

D. Food Storage

Proper food storage procedures must be followed at all times to keep food safe. Improperly stored food has the potential to become contaminated or spoiled. Storage facilities, temperatures, and food locations should be closely monitored to retain the wholesome quality of food.

Items	*Yes*	*No*	*Comments or deficiencies noted*	*Corrective action taken and date*
1. Food in storage facilities, including refrigerators and freezers, is kept free of contamination and spoilage. (Article 6, Section 27591)				
2. Food is not stored in areas with cleaning equipment or cleaning products, pest control substances, or other hazardous and poisonous materials. (Article 7, Section 27606)				
3. All stored food is at least 6 inches (15 centimetres) off the floor or placed on easily moved structures. (Article 8, Section 27621)				
4. Food removed from original containers is stored in covered containers that are dated and labeled. (Article 8, Section 27621)				
5. Adequate space is available for the proper storage of food. (Article 8, Section 27621)				
6. Freezer temperatures are maintained at 0° F (–18° C) or below and checked and recorded daily to keep food frozen until ready to use. (Article 8, Section 27622[a])				
7. Nonfood items, such as paper, plastic, and aluminum products, are stored in areas separate from food. (Article 8, Section 27621[4])				
8. Food storage areas are properly ventilated to keep air moving and facilitate temperature and humidity control. (Article 8, Section 27629)				

E. Food-Service Equipment

All the work that goes into preparing and presenting wholesome and safe food may be undermined by the failure to keep utensils and equipment clean and sanitary. Therefore, close attention must be given to the proper use, maintenance, cleaning, and sanitizing of all utensils and equipment used in food preparation and service.

Items	*Yes*	*No*	*Comments or deficiencies noted*	*Corrective action taken and date*
1. All equipment, such as dishwashers, refrigerators, and freezers, are maintained in proper working order through routine preventive maintenance by qualified persons. (Article 7, Section 27611)				
2. Manual washing of dishes and cooking utensils includes a final sanitizing rinse that involves immersing items in a properly measured chemical sanitizer solution (1 oz. [30 millilitres] of bleach to 3 gallons [11 litres] of water) for 30 seconds or one minute, depending on the type of chemicals used. (Always follow the manufacturer's instructions.) (Article 7, Section 27613)				
3. Clean and soiled utensils and equipment are properly handled to prevent contamination of clean items by soiled items. (Article 8, Section 27623)				
4. Equipment used in food preparation and service is kept clean and in good repair. (Article 8, Section 27623[g])				
5. Food-contact surfaces of counters, tables, shelves, and refrigeration units are kept clean and in good repair—free of cracks, pits, chips, and so forth. (Article 8, Section 27623[g])				
6. Sanitized utensils and equipment are handled and stored properly to prevent contamination. (Article 8, Section 27623[h])				

How to Develop a Self-assessment Program

It is recommended that you seek assistance from your local health department in developing your self-assessment program. Assistance is also available from the Child Nutrition and Food Distribution Division's staff members.

You and your staff will need to develop a self-assessment checklist that is appropriate for your operation and facility. The "Sanitation and Safety Self-assessment Instrument" may be used to help you select areas and practices to inspect. You may want to make adjustments to the instrument to suit your individual needs and program operation. Discuss with staff members corrective action appropriate for each situation you list. A sample self-assessment checklist form is provided on page 8 of this document for your use. Page 9 has an example of how a completed form may look.

When you have completed your self-assessment checklist, assign inspection duties to staff members and set dates when the inspections will take place throughout the year. Arrange for staff members to submit completed self-assessment reports to you or to their immediate supervisors. Results of inspections may form a basis for training programs and discussions at staff meetings.

There are many benefits to regular self-assessments of your sanitation and safety practices:

- Sanitation and safety standards are met.
- Food is protected against contamination by bacteria and other contaminants.
- Employees follow proper food-handling and hygienic practices.
- Equipment is kept in good working order.
- Facilities and equipment are clean.
- A professional atmosphere is maintained in your operation.

Sanitation Self-assessment Checklist

Inspection area _____

Date _____ Inspector _____

Items	*Yes*	*No*	*Comments or deficiencies noted*	*Corrective action taken and date*

Example of a Completed Sanitation Self-assessment Checklist

Inspection area Personal Hygiene

Date April 1, 1989 Inspector Ms. Smith

Items	*Yes*	*No*	*Comments or deficiencies noted*	*Corrective action taken and date*
All food-service workers wear hair coverings and outer garments.		X	Student-worker was not wearing hair covering.	Student was provided hair net and given training in personal cleanliness. April 1 and April 6, 1989
Food handlers wash hands at start of day and as often as necessary throughout the day, such as after eating, smoking, and using toilet facilities.	X			
Food handlers are free from infected wounds and respiratory infections.		X	Employee was recovering from a cold.	Employee was given paperwork assignment. April 1, 1989
Employees' fingernails are short, clean, and without nail polish.	X			
Employees report all personal illnesses.	X			
Smoking and eating by employees takes place only in designated areas.		X	A district employee was eating in food preparation area.	Employee was requested to eat only in designated areas and was given a copy of district's policy. April 1, 1989

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